



ROOM RENTAL CONTRACT

Event Scheduling

Room rental hours are 7:30 a.m. - 5:30 p.m. Monday – Friday. Special arrangements need to be made for any event beginning before 7:30 a.m. and/or ending after 5:30 p.m. (see Before/After Hours Usage below). No room will be reserved without the beginning and ending times known at the time of the request. Remember to factor in all set-up, rehearsals, and take-down times when making your reservation. The OCBA staff is not available to make changes or supply any additional equipment at time of meeting. OCBA staff is not available to assist with any meal preparations or clean-up.

Pricing

All price quotes are subject to change to meet increased operating costs. Patron agrees to pay increased prices and to accept reasonable substitutions. All room prices will be guaranteed for 60 days from the date reservation is confirmed.

Before/After Hours Usage

Prior approval must be given for any rental occurring before or after business hours or on Saturday. Fees after before 7:30 a.m. and after 5:30 p.m., or on Saturdays are double the normal rate.

Kitchen Facility

A kitchen is available for use upon request (additional fee applicable). Request for use of the kitchen **must** be made prior to the date of the reservation. The patron is responsible for the clean-up and any damages that occur. OCBA staff is not available to assist with any meal preparations or clean-up efforts.

Deposits & Invoicing

A deposit of 50 percent of the rental rate in advance of your scheduled meeting. No room rental will be secured without a deposit. The deposit will be deducted from the total bill prior to final invoicing. If your original reservation has to be changed to a new date, your deposit will remain valid for one rescheduled date before June 30. Events that go over the scheduled time will be charged hourly after the contracted end time. Hourly fees will be double, if time extends past 5:30 p.m.

Cancellations

Reservations cancelled less than 10 business days before the scheduled date will forfeit the 50 percent security deposit. All reservations cancelled less than two business days before the event date will be billed for the full rate. See Deposits & Invoicing for more information about reusing security deposits.

Liabilities

The patron will be held liable for any and all damages to the facilities or equipment by their guests. The OCBA is not liable for any personal property, merchandise or equipment left on the premises.

Food & Beverages

All catering of food and supplies are the sole responsibility of your organization. Coffee and water is included in the rental fee. OCBA staff is not available to assist with any meal preparations or clean-up efforts.

Smoking

Smoking is not permitted anywhere within the building.

I have read the above information and agree, as a condition of and in partial consideration for the use of the meeting facility, that my organization will be responsible for any damage to the facility, and damage or loss of equipment. I release and hold harmless the Oakland County Bar Association from any and all claims for personal injury or property damage. I also understand the charges and agree to remit payment on receipt of the invoice.

Authorized Signature Title Date

Deposit Enclosed: _____ (Balance due by date of rental)
Amount Date

The grant of the use of this facility does not constitute an endorsement by the Oakland County Bar Association, its directors or its members of the lessees' organization, activities or viewpoints.



ESTABLISHED 1934

ROOM RENTAL RESERVATION

The OCBA offers four rooms for rent. These rooms may be used for conferences, depositions, mediation, arbitration and other needs. Special rates for half days are available for all rooms. Each room is fully furnished and additional state-of-the-art equipment may be rented. Rentals include coffee and water.

Firm/Organization _____

Contact Name _____

Work phone _____ Work fax _____

Email _____

Address _____

City _____ State _____ Zip _____

Reservation date _____ Time in _____ Time out _____

Rental Hours: 7:30 a.m. - 5:30 p.m., Monday - Friday
(after 5:30 p.m. by special arrangement only, hourly fees will be doubled)

Room(s) Requested

- Meeting Room 1 Meeting Room 2
- CLE Room Boardroom Kitchen (additional fee)

Seating Style _____ (CLE Room only, see room set-up chart)

Number of People _____

Equipment Requested

- Audio Visual System TV/VCR/DVD LCD Projector/Screen
- Wired/Wireless Microphone Laptop Computer Easel Flipchart & Markers

To reserve a room, complete this form, sign the contract, and enclose the deposit (half the total amount) **Check Enclosed** **VISA** **MasterCard** **Discover**

Card Number _____ Exp. Date _____ CVV2/CVC2 (3-digit code) _____

Billing Street Address & Zip Code _____ Authorized Signature _____

Return to: **Oakland County Bar Association**, 1760 S. Telegraph Rd., Ste. 100, Bloomfield Hills, MI 48302
For more information, contact the OCBA Receptionist at: **(248) 334-3400 • FAX (248) 334-7757**

Office Use Only:

OCBA Member Y or N **Total due** _____ **Deposit Amount/Date Paid** _____

Balance Due _____ Date Due _____ Date Paid _____